NORTH CENTRAL REGIONAL TRANSIT DISTRICT
BOARD MEETING SUMMARY

September 4, 2015
9:00 AM - 1:00 PM
Town of Taos - Council Chambers
120 Civic Plaza Drive, Taos NM 87571

Below is a summary of the actions taken by the North Central Regional Transit District's Board of Directors on the above date. This is not an official transcript of the meeting.

CALL TO ORDER:

A regularly scheduled meeting of the North Central Regional Transit District's Board of Directors was called to order on the above date at 9:16 a.m.

ROLL CALL:

Ms. Lucero called the roll and it indicated the presence of a quorum as follows:

Members Present:	**Elected Members**	**Alternate Designees**
Los Alamos County	*Councilor Pete Sheehey*	
Rio Arriba County	*Absent*	
Taos County	*Commissioner Jim Fambro*	
Town of Taos	*Mayor Daniel Barrone*	
Santa Fé County	*Commissioner Miguel Chavez*	
Nambé Pueblo		*Lonnie Montoya (Telephonically)*
Pojoaque Pueblo	*Cameron Martinez*	
Ohkay Owingeh	*Christy Mermejo*	
San Ildefonso Pueblo	*Lillian Garcia (Telephonically)*	
Santa Clara Pueblo		*MaryLou Valerio*

Tesuque Pueblo	*Absent*	
City of Santa Fé	*Absent*	
City of Española	*Absent*	
Town of Edgewood	*Absent*	
Rio Metro (ex officio)	*Absent*	

Staff Members Present

Mr. Anthony J. Mortillaro, Executive Director
Ms. Dalene Lucero, Executive Assistant
Mr. Troy Bingham, Finance Director
Mr. Michael Kelly, Transit and Facilities Operations Director
Ms. Stacey McGuire, Projects and Grants Manager
Mr. Jim Nagle, Public Information Officer

Others Present

Mr. Peter Dwyer, Legal Counsel
Mr. Carl Boaz, Stenographer
Mr. Ray Matthews, Santa Fe County

APPROVAL OF AGENDA:

Commissioner Fambro made a motion to approve the agenda as presented. Commissioner Chavez seconded the motion and it passed by a roll call vote (9-0).

APPROVAL OF MINUTES – August 7, 2015

Commissioner Chavez made a motion to approve the minutes from August 7, 2015 as presented. Councilor Sheehey seconded the motion and it passed by a roll call vote (9-0).

PUBLIC COMMENTS:

There were none.

PRESENTATION ITEMS:
There were none.

ACTION ITEMS:

A. Discussion and Consideration of Resolution No. 2015-23 Authorizing a Budget Amendment to Increase/Adjust the FY2016 Budget from the 5311 Federal Funding for Taos, Cash Reserves and State Capital Outlay Funds and Resolution No. 2015-24 Authorizing the Use of Fund Balance for Capital Outlay

Resolution No. 2015-23 is a request to amend the FY2016 budget and incorporate additional revenues of $40,836 from the 5311 federal funding related to the town of Taos unspent in FY2015 and various unspent funds to be carried forward from FY 2015. Due to the "Use of Fund Balance" Resolution 2015-24 will confirm the purpose is in

accordance with the District's Financial Policies will be needed in addition to budget amendment.

Commissioner Fambro made a motion to approve Resolution 2015-23 as presented. Commissioner Chavez seconded the motion and it passed by a roll call vote (9-0).

Councilor Sheehey made a motion to approve Resolution 2015-24 as presented. Mayor Barrone seconded the motion and it passed by a roll call vote (9-0).

B. Discussion and Consideration of Resolution No. 2015-25 Amending the District's Existing Procurement Card Policy

The current procurement card policy was passed in December 2011 to create a framework of what was acceptable uses. The District has continued to grow and expand and the need to clarify and update the procurement card policy is needed.

Commissioner Chavez made a motion to approve Resolution No. 2015-25 Amending the District's Existing Procurement Card Policy. Commissioner Fambro seconded the motion and it passed by a roll call vote (9-0).

C. Discussion and Consideration of Resolution No. 2015-26 Amending the District's Inventory/Assets Policy

The District has continued to grow and expand and the need to clarify and update the inventory/fixed asset policy is needed. The District's accounting standards are governed by the Government Accounting Standards Board (GASB) which provides pronouncements in sequential order. Since 2004, the GASB has provided clarification and guidance on specifically fixed assets. The first change was the terminology, with GASB 34 changed fixed assets to capital assets. GASB 51 clarified treatment of intangible assets by governments. Other changes in the policy are recommendations by staff for clarification of "intangible assets", which are assets that do not have a physical nature, but represent value to an entity that owns them (i.e. easements, water/timber rights, patents, trademarks, and computer software licenses). All of the changes represent a practical approach for classifying capital assets for an entity of our size and character

Councilor Sheehey made a motion to approve Resolution No. 2015-26 Amending the District's Inventory/Assets Policy. Ms. Mermejo seconded the motion and it passed by a roll call vote (9-0).

D. Discussion and Review of the District's Quarterly Investment Report

In 2014 the NCRTD began participating in the LGIP government investment fund, known as the New MexiGROW Local Government Investment Pool or LGIP, and other Certificate of Deposits (CDs) from local and surrounding banks in New Mexico. The NCRTD established the short-term investments (no more than 12 months) throughout various FDIC insured institutions in the state of New Mexico. The initial amount invested was $5,975,492. The total cash balance is $7,154,000.40, which includes the NCRTD operating account of $1,155,179.

Commissioner Chavez made a motion to approve the District's Quarterly Investment Report. Councilor Sheehey seconded the motion and it passed by a roll call vote (9-0).

E. **Discussion and Consideration of Resolution No. 2015-27 Providing for the Continuation of Fare-Free Weekday Non-Premium Fixed Route and Flex Paratransit; and Providing for Establishment of Premium Fare Service Parameters.**

This resolution will continue a fare-free policy for the NCRTD on weekday non-premium fixed routes and flex paratransit (up to 3/4ths of a mile from fixed routes operated by the NCRTD), as well as establish the premium fare service parameters.

Commissioner Chavez made a motion as amended to approve the Resolution No. 2015-27 Providing the Continuation of Fare-Free Weekday Non-Premium Fixed Route and Flex Paratransit; and Providing for Establishment of Premium Fare Service Parameters. Commissioner Fambro seconded the motion and it passed by a roll call vote (9-0).

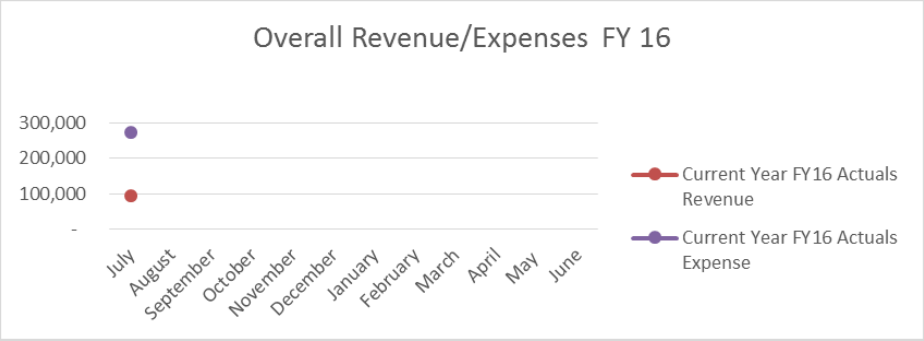
F. **Resolution No. 2015-28 Federal Lands Access Program (FLAP) application submittal relating to new regional service to Santa Fe National Forest and Ski Santa Fe**

This Resolution is required to be considered for Federal Lands Access Program (FLAP) funding for vehicle acquisition, transit facility construction, and operating expenses related to providing transit service and access to the Santa Fe National Forest and Ski Santa Fe. FLAP is a program under MAP-21 and through the Central Federal Lands Highway Division, and the funding is programmed on a state level. The application deadline is October 9, 2015.

Commissioner Chavez made a motion to approve Resolution No. 2015-28 Federal Lands Access Program (FLAP) application submittal relating to new regional service to Santa Fe National Forest and Ski Santa Fe. Mayor Barrone seconded the motion and it passed by a roll call vote (9-0).

DISCUSSION ITEMS:

G. **Financial Report for August 2015:**



H. **Finance Subcommittee Report:**

Minutes were reviewed from July 24, 2015.

I. **Tribal Subcommittee Report:**

Minutes were reviewed from August 7, 2015.

J. **Executive Report for August 2015 and Comments from the Executive Director:**

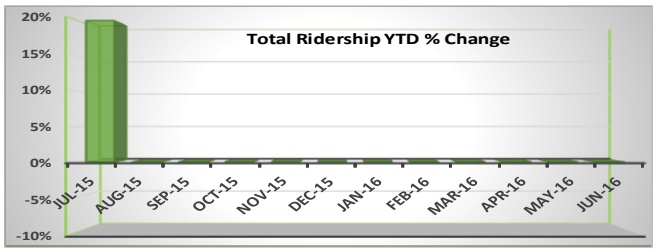
1) **Executive Report**
2) **Performance Measures for July 2015**
3) **Ridership Report for July 2015**

NCRTD Monthly Ridership Summary

July 1, 2015 through July 31, 2015

Calendar Operating Days

	This Year
Jul-15	22
Aug-15	
Sep-15	
Oct-15	
Nov-15	
Dec-15	
Jan-16	
Feb-16	
Mar-16	
Apr-16	
May-16	
Jun-16	



Monthly System Totals				Year to Date Totals			
	This Year	Last Year	% Change	This Year	Last Year	Difference	% Change
NCRTD Operated	19,922	17,415	**14.40%**	19,922	17,415	2,507	**14.40%**
NCRTD Funded	26,067	28,959	**-9.99%**	26,067	28,959	-2,892	**-9.99%**
All Systems Funded Total	45,989	46,374	**-0.83%**	45,989	46,374	-385	**-0.83%**

MATTERS FROM THE BOARD

K. Appointment of Pueblo Member to Finance Subcommittee

Ms. Christy Mermejo was appointed as a Tribal Member to the Tribal Finance Subcommittee.

MISCELLANEOUS

There were none.

ADJOURN

Ms. Valerio made a motion to adjourn the meeting. Commissioner Chavez seconded the motion and it was passed by a unanimous voice vote (9-0).

NEXT BOARD MEETING: October 9, 2015 at 9:00 a.m.